

FINANCIAL SUMMARY

1. MONTHLY LIST OF RUSSIAN ACCESSIONS -

a. Budgeted for FY54	\$117,615
b. Required for salary increases and additional staff	12,773
c. To develop biographic and institutional information cards	25,234

Total

\$155,622

2. CYRILLIC SUBJECT UNION CATALOG -

a. To complete typing of cards for books now under subject control	\$ 59,752
b. To maintain the catalog on a current basis through FY54	64,564

Total

\$124,316

3. Supervision of the projects

16,021

Grand Total

\$295,959

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production. To overcome this situation in part one of the filer-typists has been trained in this work and detailed to do the job. One person cannot handle the work load, however, so we have added two GS-5 proof readers in estimating the budget for fiscal 1954. The remaining differential between the estimates for fiscal 1954 and fiscal 1953 is the result of anticipated in-grade salary increases to staff members, the promotion of two assistants originally hired as trainees, and the addition of one translator.

Cyrillic Subject Union Catalog

Allocated Fiscal 1953	To be returned to your Agency	Requested for Fiscal 1954
\$189,226.00	Approx. \$18,000.00	Completion of typing \$ 59,752.00
		Continuation of catalog <u>\$4,544.00</u>
		Total <u>\$124,316.00</u>

Cyrillic Subject Union Catalog -- Completion of
Typing Entries -- 1917 to June 30, 1952

The delay experienced in developing the typing staff to prepare multilith mats for cards for the Cyrillic Subject Union Catalog has created a considerable savings which will be returned to your Agency in May, 1953, as agreed upon in our letter of August 6, 1952. At the same time, this delay forestalled completion of the typing and reproduction of the cards by June 30, 1953, as we had originally anticipated. The request submitted herewith is for funds adequate to complete the typing of mats and the reproduction of cards for entries already brought under subject control. Failure to complete this work will mean that the considerable sums expended for the subject control work will have been wasted.

With the completion of this catalog there will be available for your Agency, other government agencies, and research workers generally, the free world's only available extensive subject control of Russian publications from 1917 to June 30, 1952.

Cyrillic Subject Union Catalog -- Continuation
from July 1, 1952

When the work on the Cyrillic Subject Union Catalog was begun, it was realized that current additions representing materials acquired by the Library of Congress and the 32 cooperating research

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libraries could not be handled with the available staff if the major work of producing subject entries for the existing catalog was to be accomplished within the limits of the project. Therefore, the entries received for the catalog after July 1, 1952, have been held for processing into the Cyrillic Union Catalog until the work on the catalog from 1917 to June 30, 1952 has been completed. The Library of Congress does have its own control over these entries.

Bringing these cards under subject control and then continuing the development of the catalog on a current basis is the only feasible method of obtaining comprehensive subject control for Russian publications (including those in Bulgarian, Ukrainian, Serbian, Belo-Russian and related languages) held by the Library of Congress and the major research libraries of the United States.

To a limited degree subject control over monographic materials can be obtained through the Monthly List of Russian Accessions. The most serious drawback of the Monthly List with regard to such control is the fact that it is not comprehensive in its coverage, since it includes only monographs bearing an imprint after 1945. Thus, books printed before 1945 and received by the Library of Congress or the cooperating libraries are not included in the Monthly List, but are entered only in the Slavic Union Catalog (an author catalog). The only way to place them under subject control would be to include them in the Cyrillic Union Subject Catalog on a current basis.

It is estimated that a total of 25,000 Cyrillic titles are received annually by the Library of Congress and the cooperating libraries. In order to bring the Cyrillic Union Subject Catalog up to date in fiscal 1954, a total of some 50,000 entries will have to be processed (25,000 received between July 1, 1952, and June 30, 1953; and 25,000 received in fiscal 1954).

With the completion of this project, continuation of the program on a current basis would require about half the staff necessary for the current two-year program.

Current Biographical Project

New Project

Requested for
Fiscal 1954
\$25,254.00

The current biographical project proposed by your representatives would in essence be a by-product of the operations of the Monthly List of Russian Accessions. In preparing translations of,

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and subject headings for, periodical articles and books, the translator-catalogers would also add to the manuscript cards biographical information given about the authors. The institute or agency with which the author is connected will be given as indicated in the original publication. After the manuscript cards have been copied for the Monthly List they will be copied on multilith mats for reproduction on 4 x 6 inch cards.

The card will contain the name of the author as the main entry, followed by the translated title of the article or book and the issue of the periodical from which the information is taken. Institutions and agencies with which the author is affiliated, his title, and other pertinent information will be typed on the adopted card.

In addition the proposed project would examine various abstracting services as designated by your Agency, such as Chemical Abstracts, Physics Abstracts, British Abstracts, Biological Abstracts, etc., for abstracts taken from Soviet publications when they are received in the Library. These abstracts would be photostated and sent to your Agency.

Supervision of Cyrillic Union Catalog Units

Allocated
Fiscal 1953

\$15,713.00

Requested for
Fiscal 1954

\$16,021.00

The additional \$308 requested for this section of the program is needed to cover the anticipated in-grade increases for incumbents.

Comparison of Finances - Fiscal 1953-1954

Funds supplied by
your Agency for fiscal
1953

\$314,498.00

Amount to be returned
to your Agency
in May, 1953

Approx. \$18,000.00

Amount requested
for fiscal 1954

\$295,959.00

In developing its various projects to make more effective the acquisition and utilization of Slavic materials, the Library of Congress has sought the advice of the Association of Research Libraries, the Joint Committee on Slavic Studies, and leading Slavic scholars.

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From these sources and from other users of the expanded Monthly List of Russian Acquisitions, have come praise for the publication and added evidence that in its present form it is more than ever indispensable to Government agencies engaged in the national defense effort. The increasing value of the Cyrillic Subject Union Catalog is already apparent, and when it is completed and available for full use, there is no doubt that it, too, will soon command the appreciation of all workers with Slavic materials. The wholehearted cooperation being received from research libraries throughout the country which have extensive Slavic collections is indicative of the wide-spread recognition of the potential value of the project.

Every effort will be made, of course, to operate this next year's program at the lowest cost consistent with effective and efficient performance and with the needs of the organization. It will also be our purpose to return to you any unobligated amount remaining in May, 1954.

Sincerely yours,

/s/ Verner W. Clapp
Acting Librarian of Congress

Enclosure

Honorable Allen Dulles
Director, Central Intelligence Agency
Washington, D. C.

CYRILLIC UNION CATALOG PROJECT - Estimated Budget for Fiscal 1954

MONTHLY LIST OF RUSSIAN ACCESSIONS

1 Editor	GS-12	\$ 7,240	
1 Senior Trans.-Indexer	GS-11	6,140	
12 Translator-Indexers	GS-9	63,095	
2 Junior Trans.-Indexers	GS-7	8,660	
5 Editorial Assistants	GS-5	17,675	
2 Proof Readers	GS-5	6,880	
1 Typist	GS-4	3,175	
1 Typist	GS-3	<u>3,050</u>	
Total personal services			\$115,535
Repairs to equipment		500	
Supplies		1,500	
Equipment		500	
Travel		<u>200</u>	
Total other than personal services			<u>2,700</u>
Total			\$118,535
Plus 10%			<u>11,853</u>

TOTAL UNIT COST

\$130,388

CYRILLIC SUBJECT UNION CATALOG-Continuation from July 1, 1952

1 Unit head	GS-12	7,240	
1 Subject ext. translator	GS-9	5,185	
2 Accession searchers	GS-5	6,880	
4 Cyrillic typists	GS-4	12,700	
1 Card copy editor	GS-7	4,330	
1 Card prep. & filing super.	GS-6	3,920	
2 English typists	GS-3	5,900	
1 Cyrillic catalog filer	GS-4	3,175	
1 Slavic catalog filer	GS-4	3,175	
1 Multilith operator	WS-9	<u>3,200</u>	
Total personal services			55,645
Repairs to equipment		50	
Supplies		3,000	
Total other than personal service			<u>3,050</u>
Total			<u>58,695</u>
Plus 10%			<u>5,869</u>
TOTAL UNIT COST			64,564

CYRILLIC SUBJECT UNION CATALOG-Completion of typing entries-1917 to July 1, 1952

1 Unit head	GS-9	\$ 5,060	
8 Cyrillic typists	GS-4	26,040	
2 Proof readers	GS-7	8,660	
2 English typists	GS-3	5,900	
2 Editors	GS-7	<u>8,660</u>	
Total personal services			\$ 54,320
Plus 10%			<u>5,432</u>
TOTAL UNIT COST			\$ 59,752

CURRENT BIOGRAPHICAL PROJECT

1 Cataloger	GS-9	5,185	
2 Editorial clerks	GS-4	6,350	
2 Typists	GS-3	<u>2,900</u>	
Total personal service			17,435
Supplies		4,000	
Equipment		<u>1,505</u>	
Total other than personal service			<u>5,505</u>
Total			22,940
Plus 10%			<u>2,294</u>
TOTAL UNIT COST			25,234

SUPERVISION OF CYRILLIC UNION CATALOG UNITS

1 Chief, Cyrillic Union Catalog Section	GS-13	8,560	
1 Secretary	GS-4	3,175	
1 Messenger	GS-2	<u>2,830</u>	
Total personal service			14,565
Plus 10%			<u>1,456</u>
TOTAL UNIT COST			<u>16,021</u>

GRAND TOTAL-CYRILLIC UNION CATALOG PROJECT \$295,959

RECAPITULATION - Total Estimated Budgets

Monthly List of Russian Accessions	\$130,300
Cyrillic Subject Union Catalog - Continuation	64,504
Cyrillic Subject Union Catalog - Typing entries	59,752
Current Biographical Project	25,234
Supervision of Cyrillic Union Catalog Units	<u>16,000</u>
TOTAL	\$295,959